



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement
Under
5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management – Bureau Wide

Classification Title: Fire Management Specialist

Organization Title: Fuels Program Manager

Position Number: F157 Series and Grade: GS-0401-07/09

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. Target grade GS-11 was previously approved on 12/17/2000.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position to provide specialized guidance and advice in development, management, and implementation of prescribed fire, hazardous fuels reduction and fire planning programs and policies. The position requires knowledge of fuels management, fire behavior, fire regimes, fuel and ecological factors that determine fire-severity, etc.

The position requires prior firefighting experience and is clearly in an established career path.

[Signature]
Bureau Program Designee

08/17/02
Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

09/03/2002
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date 11/21/00. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources & Workforce Diversity

9/16/02
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT						
3. ORGANIZATIONAL LOCATION ___ AS SHOWN ON CURRENT DESCRIPTION; ___ AS HEREBY AMENDED							
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 11 a. _____ b. _____ c. _____ </div> <div style="width: 45%;"> d. _____ e. _____ </div> </div>							
4. CSC TITLE AND BUREAU POSITION NO. Fire Management Specialist F157	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">SCHEDULE</td> <td style="width: 25%;">SERIES</td> <td style="width: 50%;">GRADE</td> </tr> <tr> <td style="text-align: center;">GS</td> <td style="text-align: center;">0401</td> <td style="text-align: center;">07</td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	0401	07
SCHEDULE	SERIES	GRADE					
GS	0401	07					
___ SAME AS PRESENT; AMENDED FOR: ___ CSC TITLE, ___ POS. NO., ___ SERIES, ___ GRADE OTHER							

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT. <u>Wilhelmina W. Sorensen</u> <u>8/14/02</u> <div style="display: flex; justify-content: space-between;"> (Signature of Supervisor) (Date) </div> Title <u>Group Manager, Fire Planning & Resources</u>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <u>Sandy Trapp</u> <u>8/14/02</u> <div style="display: flex; justify-content: space-between;"> (Signature of Official Exercising Classification Authority) (Date) </div> Title <u>Program Analyst</u>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS THAT ARE TO BE MADE IN THE DESCRIPTION PROPER.

This represents restructuring of the target GS-11 position to GS- 07.

This position is being restructured to the second lower grade indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The supervisor may screen the more difficult assignments so that a lesser degree of judgment is expected of the incumbent. The supervisor may increase complexity of work, and supervision received may gradually decrease as the incumbent develops experience and competence.

NOTE. At the discretion of management, incumbent may be non-competitively promoted to the established next higher grade level provided: 1) the target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; 2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and 3) the incumbent meets all regulatory and qualification requirement for such promotion.

Department of the Interior, FLERT Specialist Aye Lappin
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
☒ Firefighter ☒ Law Enforcement
☐ Primary ☒ Secondary/Advisory ☐ Sec/Supvy
 Approval Date September 16, 2002

POSITION CLASSIFICATION AMENDMENT

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SCHEDULE	SERIES	GRADE					
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_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, _ GRADE OTHER							

CERTIFICATIONS

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Department of the Interior, FLERT Specialist *Boye Loppin*
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
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Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Fire Management Specialist

Organization Title: Fuels Program Manager

Position Number: F157 Series and Grade: GS-0401-11

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The fire management program is complex due to the large acreage, risk potential, types of terrain and ecosystems, effects of fuels, social-political and multi-jurisdictional boundaries, and other multiple resource programs with conflicting goals and needs. This position is established to serve as a Fuels Management Specialist at below the state office level. The incumbent provides specialized and professional guidance and advice in the development, management, and implementation of prescribed fire, hazardous fuels reduction, and fire planning programs and policies at the state and field offices. The position requires prior firefighting experience and is clearly in an established career path.

[Signature]
Bureau Program Designee

12/20/00
Date

[Signature]
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/22/2000
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11/21/2000. Approval is by DOI Secretary's Designee:

[Signature]
Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

12/27/2000
Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. F157										
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.									
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Competitive Level Code									
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use									
		15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review		Fire Management Specialist		GS		0401		11		mww							
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position <i>(if different from official title)</i> Fuels Program Manager							17. Name of Employee <i>(if vacant, specify)</i>										
18. Department, Agency, or Establishment Department of the Interior							c. Third Subdivision										
a. First Subdivision Bureau of Land Management							d. Fourth Subdivision										
b. Second Subdivision State Office							e. Fifth Subdivision										
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee <i>(optional)</i>										
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>							this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.										
a. Typed Name and Title of Immediate Supervisor							b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>										
Signature _____ Date _____							Signature _____ Date _____										
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>							22. Position Classification Standards Used in Classifying/Grading Position Rangeland Management Specialist Series, GS-454, Sep 93, TS-126. Handbook of Occupational Groups and Series, Series Definitions, Jan 1999, HRCD-7.										
Typed Name and Title of Official Taking Action Mark W. Whitesell Supervisory Personnel Management Specialist							Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.										
Signature <i>Mark W. Whitesell</i> Date <i>12/27/00</i>																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>						Department of Interior, AP/LE Retirement Team Specialist											
b. Supervisor						This PD has been approved as follows under 5 USC 8336(c) and 8412(d): <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement											
c. Classifier						Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supply <input type="checkbox"/>											
24. Remarks						Approval Date <i>12/27/00</i>											
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

INTRODUCTION

This position is established to serve as a Fuels Management Specialist at below the state office level. The incumbent provides specialized and professional guidance and advice in the development, management, and implementation of prescribed fire, hazardous fuels reduction, and fire planning programs and policies. The incumbent is also responsible for the analysis of fire effects to achieve land management resource objectives. Responsible for coordinating with State Fuels Program Manager at the state office and resource program managers within the field office to accomplish planning and National Environmental Protection Act (NEPA) compliance. The fire management program is complex due to the large acreage, risk potential, types of terrain and ecosystems, effects of fuels, socio-political and multi-jurisdictional boundaries, and other multiple resource programs with conflicting goals and needs.

Prior firefighting experience, as gained in a primary fire-fighter (6c) position in the Federal government or equivalent experience outside the Federal government, is a mandatory prerequisite for incumbents of this position.

DUTIES

Serves on state, and local teams to develop and revise manuals, handbooks, and policy related to fire management and planning, fire effects, fuels management (mechanical, chemical, rx fire, fire use), and fire rehabilitation.

Serves as consultant and authoritative expert to Field Managers and other decision makers on the use of prescribed fire as a management tool in achieving various fire management objectives.

Develops and evaluates data and methods for the documentation, analysis, and prediction of prescribed fire behavior and effects. This information is used by the Fire Management Officer in the review and evaluation of the local fire management program to assure standard methods are utilized in prescribed fire monitoring and management. Provides technical guidance on data systems designed to provide information on fire effects and behavior, ensuring that data is current, available, and accurate in the appropriate data systems.

Develops local fire management plans for contingency, prescribed burning, and smoke management; fuels management, which include fuels inventory methods and procedures, fuel treatment methods and programs, and fire management zoning/environmental coordination.

Serves locally as a prescribed fire training coordinator, determining prescribed fire training needs, formulating budgets associated with meeting these needs, and selecting personnel to instruct and attend training. Assists in the development of new fire management training courses (primarily prescribed burning and smoke management) and may be required to instruct. Is responsible for keeping fire personnel current with new technology.

Serves locally as prescribed fire qualification coordinator, including oversight of the task book and certification process, for the state, to ensure the accuracy of data entered into the Incident

Qualification System, a database which tracks qualification requirements of employees and the prescribed fire qualifications in the Interior agencies.

Assists in the preparation of prescribed fire budget proposals and coordinates the prioritization of funding requests and project management for hazard fuels and prescribed burning needs.

In conjunction with Fire Management Officer, develops and negotiates cooperative fire management agreements with various local and co-located federal fire and land management agencies.

Institutes or recommends changes in the development and trial of new methods and approaches for fire management activities. Provides scientific analysis of fire behavior, fuels, weather, and related factors involved in developing fuels reduction programs and plans.

FACTORS

1. Knowledge Required by Incumbent (Level 1-7, 1250 points)

Professional knowledge of fire program management, fuels management, and fire management operations concepts, principles, and practices applicable to natural and cultural resource management to develop and implement fire fuels reduction programs and policies.

In-depth knowledge of the latest research findings and technological advances in fire ecology and effects, ecosystem management, and fuels management sufficient to evaluate these developments and experimental theories, to determine their applicability in fire management and in land/resource management planning, and to incorporate them into local standards and guides.

In-depth knowledge of fuels management, fire behavior, fire regimes, fuel and ecological factors that determine fire severity, ecosystem and species response mechanisms to fire, and post fire community recovery after fires of different severities.

Familiarity with related disciplines such as plant and wildlife ecology, wildlife habitat management, range ecology and management, forest ecology and management, soil science, meteorology and climatology. Knowledge is sufficient to develop guidelines, criteria, policies, and procedures for the ecological aspects of the local wildland fire management program.

Knowledge of climate, soil, plant associations and plant succession, disturbance ecology, and hydrology as related to fire and fuels management.

Comprehensive knowledge of BLM and other agencies land management planning policies, procedures, and regulatory requirements regarding wildland fire, including the use of fire and other fuels management techniques, as well as wildland fire.

Knowledge of the techniques, policies, and practices of firefighting as obtained through service as a primary firefighter of the Federal government or in a similar firefighting position outside the

Federal government. This knowledge is a mandatory requirement of the position.

Comprehensive knowledge of professional wildland fire science and land management principles, practices and concepts sufficient to serve as the technical authority in fuels management.

Knowledge and skills sufficient to provide technical direction, guidance, and coordination for a highly active and diversified prescribed fire management and monitoring program including prescribed burning for hazard abatement and resource management, prescribed natural fires, fire behavior assessment and prediction, and short and long term fire effects.

Knowledge of other state, federal, and local agency practices and procedures in fire science to interface fire plans with the interagency fire community.

Demonstrated skill in designing and evaluating fire management plans and fuels reduction plans which support complex fire and resource management objectives, as well as integrating these plans with those developed locally by state and federal fire and resource agencies.

Ability to resolve complex fire management issues that involve use and interpretation of conflicting BLM fire and resource policies, as well as various environmental laws such as the Organic Act, Clean Water Act, Threatened and Endangered Species Act, Clean Air Act, National Environmental Protection Act, and various laws protecting cultural resources.

2. Supervisory Controls (Level 2-4, 450 points)

This position is supervised by the Fire Management Officer who outlines the scope of responsibility, overall program objectives, and special problem areas that require attention

The incumbent independently plans own work, coordinates with natural and cultural resource management specialists and subject matter experts, resolves technical problems and conflicts, and completes all assignments. Provides advice on technical questions and interpretations of policies and guidelines in the fire and fuels reduction programs.

Analyses, recommendations, and suggestions are relied on as technically authoritative. The work is reviewed for agreement with overall policies and attainment of natural resource and land management objectives.

3. Guidelines (Level 3-3, 275 points)

The assignments are undertaken within the framework of federal, state, and local regulations, policies, and existing guides which require professional interpretation to deal with local resource and fire management problems. Environmental law or policy guides may point toward conflicting requirements or provide few precedents pertinent to specific problems; proven methods of treating a problem may be lacking or incomplete. The guidelines and regulations permit independent and innovative action due to a wide variety of physical, biological and

socioeconomic conditions and issues that are found at the field office level.

Exercises ingenuity in researching and adopting techniques and providing solutions for fire and resource management problems to field managers which may include the modification of existing plans and criteria.

The state level Fuels Program Manager and/or Ecologist are available to provide technical assistance and advice on unprecedented fuels management problems.

4. Complexity (Level 4-4, 225 points)

Fuel reduction and fire management assignments involve developing a variety of local programs through both the planning and operational phases. Work takes place in a complex fire management setting, where the field offices served by this position include wildland natural fire managed for resource benefits and fuels reduction programs. There is a significant amount of coordination involved in the work, between federal, state and local agencies, levels of the BLM fire organization, and specialized fire and resource management disciplines, including air quality, natural and cultural resources, threatened and endangered species, and wildlife management.

The incumbent assesses proposed fire plans and operations, which are frequently characterized by numerous and various complications and where conflicting viewpoints often exist between fire and resource managers, or environmental laws conflict with each other. The incumbent independently evaluates fire and resource management objectives, analyzes and integrates the comprehensive physical, social, biological, and social impacts and advises field office(s) on appropriate management methods.

5. Scope and Effect (Level 5-3, 150 points)

The position concerns itself with the analysis of fire effects and the use of fire to effect ecosystems at the local level. Other disciplines are affected such as plant and wildlife ecology, wildlife habitat management, range ecology and management, forest ecology and management, watershed management, minerals development, cultural preservation, and soil science.

The incumbent is responsible for overseeing fuels reduction and fire management planning and for the execution of all fuels management activity within a field office.

The incumbent provides in-depth analysis to decision makers, ensuring that ecological principles and sound science are considered in fire management policies and plans.

6.&7. Personal Contacts and Purpose of Contacts (Level 3C, 180 points)

Contacts are with researchers and other resource specialists within the federal government, in state agencies, in private industry and associations, and with specialists in related disciplines.

Contacts are for the purpose of coordinating work efforts, assessing the adequacy of fuels

management planning activities, discussing proposed plans, providing advice, resolving critical problems, and implementing fuels reduction programs at the field office level. Some contacts may require negotiation and persuasion to ensure acceptance and adoption of technical methods and techniques that may be new or in conflict with the tendencies or opinions of operating staff and line resource specialists within the organization.

The contacts are also to provide training and leadership to the field office and the public in the prescribed fire management program and fostering cooperative efforts to insure that required actions are implemented. This requires tact, determination, and persuasion especially to convince the public and outside organizations of the benefits of prescribed fire.

8. Physical Demands (Level 8-2, 20 points)

The work requires the ability to travel into the backcountry or front country on foot or by stock under a wide variety of climatic conditions and elevations. Also requires the ability to travel over extremely rough terrain during fire management operations. At times, travel by light fixed-wing aircraft or helicopter is required.

9. Work Environment (Level 9-2, 20 points)

Much of the work is performed in an office setting, but also involves outdoor environments with exposure to a variety of climatic conditions and elevations. Fire management work involves an exposure to smoke and intense heat.